

SAMPLE COPY ONLY

**EVALUATION OF HPSS
MEDICAL APPRAISAL
SCHEMES**

**Completion Instructions
For Trusts**

**QUESTIONNAIRE TO BE COMPLETED
ELECTRONICALLY**

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Completion Instructions 1

1. The majority of questions have a yes/no answer. If the answer is **Yes**, tick the relevant box ✓. If the answer is **No**, or **Unknown**, leave the box blank. See example questions 10 below.
2. Some questions require brief answers, which can be given in the boxes for each group. See example question 12 below.

Trusts		CONSULTANTS	NCCG'S	CLINICAL ACADEMICS	DOCTORS IN TRAINING	EMPLOYED LOCUMS
Appraisal Policy						
10	Is there a written policy on appraisal for each group, which is based on Departmental guidance?	✓		✓		✓
12	Enter the title of the Individual or Committee that oversees the implementation of the appraisal system for each appraisal group	C&SCG Committee	Medical Director			

Question 10

YES, Consultants, Clinical Academics and Employed Locums do have a written policy on appraisals. There is **NO** written policy for NCCG's and Doctors in Training (DIT)

Question 12

Clinical and Social Care Governance (C&SCG) Committee oversees the implementation of the appraisal system for consultants
 Medical Director is accountable for implementation of the appraisal system for NCCG's. It is unknown who is responsible for implementation for Clinical Academics, DITS, Employed Locums.

3. There are a number of questions, which require narrative responses eg question 13. **Please ensure your answers to these questions cover each group of doctors.**
4. Question 8 requests information in relation to numbers participating in appraisal each year. **For the purposes of this questionnaire the appraisal year is from April to the end of March.**

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We appreciate that you may not have information for all groups for all years, so please only use information readily available.

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Instruction 2

Please supply the following documentation:

1. Any written policies on appraisal for each group of doctors
2. Details of any selection process you have for appraisers
3. Examples of appraisal documentation **if you are *not* using those recommended in DHSSPS guidelines**
4. All annual reports produced since the introduction of appraisal systems
5. Training programme content for both appraisers and appraisees, (**only for programmes other than those organised by NIMDTA/BMC**)
6. Details of underperformance processes and how processes link to appraisal processes
7. Any evaluation reports
8. Any other documents which may be relevant.

If you have any queries about completing this questionnaire, please contact:

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